

Professional and Managerial Branch  
Planning Group  
Urban Planning Series

**REDEVELOPMENT COORDINATOR**  
Unclassified Services  
03/96 (SAC)

### *Summary*

Under general supervision, plan and administer redevelopment programs and projects and related activities.

### *Typical Duties*

Analyze urban physical and social conditions and proposals to develop program guidelines. Involves: preparing and reviewing proposals including budgets, design concepts, and other materials; conducting marketing, planning, socioeconomic and other research, as required; determining feasibility of plans for program or projects; recommending alternate plans based on factors identified as requiring amendment; preparing or obtaining design models or architectural details for projects requiring special design considerations; preparing reports of findings.

Interact with public-private agencies to elicit support and coordinate project and program implementation. Involves: preparing and delivering presentations on urban planning or economic development issues to property owners, civic groups, financial institutions and government agency representatives; participating in development of policy guidelines and recommendations; cooperating with community, business, and utility representatives to assist clients to obtain financing, secure public approvals or overcome obstacles; representing the department and the city at work sessions and public meetings.

Administer Tax Increment Financing (TIF) Program or other programs, as assigned. Involves: formulating administrative policies and procedures necessary to the operations of the programs; preparing estimates and budgets; monitoring program implementation activities and schedules; meeting with local, state, or federal officials to coordinate program activities; compiling and submitting reports to regulatory agencies.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform other duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintain continuity of services and similarly performing any duties of subordinates or coworkers, if necessary; maintaining client portfolios and databases of socioeconomic and statistical data.

### *Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Economics, Urban Planning, Architecture or Urban Design and four years of professional administrative experience, including two years of financial, construction or design project implementation experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: local, state, or federal ordinances, laws, or regulations governing rehabilitation or new construction activities; construction estimating, scheduling and budgeting; financing mechanisms, including public-private partnerships and grant procedures. Good knowledge of: computer software for spreadsheet, word processing and applications; supervisory techniques, standards of conduct and work attendance, and safe working practices and procedures. Some knowledge of: architectural and engineering design concepts and models; economic and feasibility analysis; computer graphics and related visual aids.

Ability to: plan, supervise, and evaluate implementation of redevelopment programs; research and analyze financial, socioeconomic and related information; maintain effective working relationships with property owners, public-private groups, consultants, financial institution or government agency representatives; express oneself both orally and in writing to prepare budgets, schedules and reports and prepare and deliver presentations.

*Licenses and Certificates:* Texas Class "C" Driver's License.

Director of Personnel

Department Head